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## Ghost Card Activation Steps

Please gather this information before you call: your 16-digit account number, mailing address, ZIP code, Social Security number *or the four digit numeric number communicated to you by your Program Administrator* and business telephone number.

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- 1.** From a touch-tone phone call  
**1-800-344-5696.**
  - 2.** Respond to each of the following prompts.
  - 3.** "Welcome to Corporate Payment Systems Customer Service. Please enter your 16-digit account number"
  - 4.** "Please enter the five-digit ZIP code of your mailing address."
  - 5.** "To activate your account, press 1."
  - 6.** "To activate your account, please key in the last four digits of your Social Security number *or the four-digit numeric number communicated to you by your Program Administrator.*" (0000) LK
  - 7.** "Please enter your business telephone number, beginning with the area code."
  - 8.** "Your account has been successfully activated. Thank you."
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Note: If you are unable to enter all required information, you'll be transferred to a Customer Service Representative for personal assistance.